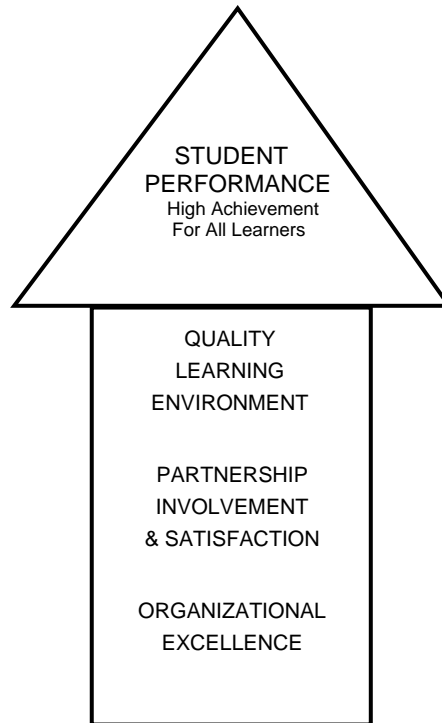


BUCKEYE LOCAL BOARD OF EDUCATION

September 19, 2007

7:00 p.m.
Edgewood Senior High School



EXPECT, BELIEVE, ACHIEVE!!

Buckeye Local Board of Education

Mark Estock, President

Jacqueline Hillyer, Vice President

Norah Anderson

Sandra Kanicki

Mary Wisnyai

Nancy L. Williams
Superintendent

Sherry L. Hamilton
Treasurer

VISION STATEMENT

The Buckeye Local School District unifies individuals, communities and resources to create a **WORLD CLASS LEARNING COMMUNITY** that gives **ALL** students the opportunity to be successful in **THEIR** future.



GOALS

The Buckeye Local Board of Education has established the following goals.

1. The board of education will achieve excellence in learner-focused governance.
2. The board of education will conduct efficient and effective meetings.
3. The board of education will increase community and staff trust and satisfaction.

This meeting is a meeting of the board of education in public for the purpose of conducting the school district's business and is not to be considered a public community meeting. There is a time for public participation during the meeting as indicated in the agenda.

BUCKEYE LOCAL BOARD OF EDUCATION
REGULAR MEETING
September 19, 2007

- I. Call to Order
- II. Roll Call of Members
- III. Meditation
- IV. Pledge of Allegiance to the Flag
- V. Approval of Minutes
- VI. Communications

Recognition of Buckeye and Ashtabula County Teacher of the Year
Kingsville Public Library – Partnership Update from Allen Fazenbaker

- VII. Edgewood Building Report
- VIII. Public Participation Related to Agenda Item
- IX. Treasurer's Report

A. Information

1. Health Insurance Premium

The premium that the district will pay for both single and family medical coverage for the next insurance year (October 1, 2007 through September 30, 2008) will remain the same as it was last year.

2. Cell Phone Contract

The district revised the current contract with Intermessage and will realize a savings of approximately \$200 per month.

B. Reports and Recommendations

It is the recommendation of the Treasurer that the Board approve the following items:

1. Bills Paid in August

The list of bills paid in August, as sent to the Board on September 14, 2007.

2. Financial Reports

The financial reports, as sent to the Board on September 14, 2007.

3. Senate Bill 345 Set Asides

Set aside the following amounts for FY 08 as required by Senate Bill 345.

9991 – Textbooks and Instructional Materials	\$354,364
9992 – Capital Equipment and Maintenance	\$354,364

September 19, 2007

IX. Treasurer's Report

A. Reports and Recommendations

4. Contract

Approve a three year contract with Cintas for linen service for the Food Service Department at a cost of approximately \$50/week throughout the school year.

5. 2007-08 Appropriations Document

Pass the resolution in Exhibit **A** to approve the Permanent Appropriations Document for fiscal year 2008 as sent to the Board on September 14, 2007.

X. Superintendent's Report

A. Information

1. 2007-08 Enrollment

	Sept. 07	Compared to Sept. 06
Kingsville	316	+8
North Kingsville	263	+12
Pierpont	124	+5
Ridgeview	407	-13
Braden	358	-10
Edgewood	800	-13
District	2,268	-11

2. Special Education Report

The board will be presented with trend data regarding the annual cost of educating special education students.

September 19, 2007

X. Superintendent's Report

B. Reports and Recommendations

It is the recommendation of the Superintendent that the Board approve the following items:

1. Addition to List of Graduating Seniors – 2007

Grant an August, 2007 diploma to the following students:

Dresdyn Lee Nerone
Ian Michael Ward

Mr. Karl Williamson, Principal of Edgewood Senior High, has certified that these students have successfully completed all graduation requirements during the summer.

2. Job Description

Approve the revised job description for the Library Aide, as found in Exhibit **B**.

3. Student Activity Purpose and Budget

Approve the Statement of Purpose and Budget for the Braden Student Council that was sent to the board on September 14, 2007.

4. Public Records Policy

Adopt revised board policy 8310, Public Records, as found in Exhibit **C**.

September 19, 2007

X. Superintendent's Report

C. Personnel

It is the recommendation of the Superintendent that the Board approve the following items:

1. Family Medical Leave

Sharon Taylor, fourth grade teacher at Kingsville, from September 17 through October 31, 2007.

Extend the Family Medical Leave for Cheryl Teter, custodian at Braden, to September 30, 2007.

2. Resignation

Craig Huya, SLD tutor – Edgewood, effective August 26, 2007

Estelle Riddell, SLD tutor – Ridgeview, effective August 29, 2007

Sandra Rumer, asst. volleyball coach, effective September 10, 2007

3. Change of Assignment

Ryan Sardella, from In-School Detention tutor to SLD tutor at Edgewood.

Cathy DuFour from cafeteria service personnel, Braden Jr. High, to cafeteria cook, Braden Jr. High, effective September 17, 2007. Step 6 of 6, \$13.22/hr.

Kathy Miller from cafeteria service personnel, Ridgeview Elementary, to cafeteria cook, North Kingsville Elementary, effective September 17, 2007. Step 6 of 6, \$13.22/hr.

LuAnn King from cafeteria service personnel, Edgewood Sr. High, to cafeteria service personnel, Edgewood Sr. High, effective September 17, 2007. Step 6 of 6, \$13.22/hr.

4. Change in Building Assignment – For Public Acknowledgement Only

Resa Bilbie, from bus driver, bus #27, to bus driver, bus #30, effective September 17, 2007.

Resa Bilbie, from SMEA at Pierpont, to SMEA at Ridgeview, effective September 17, 2007.

For Public Acknowledgement

Louise Casagrande as School Improvement Supervisor employed by the Ashtabula County Educational Service Center, effective October 1, 2007.

September 19, 2007

X. Superintendent's Report

C. Personnel

5. Appointments

Certified Staff

Tutors / 2007-08 / \$21.28/hr.

Home Instruction
Paul Blum
Cheryl Wickstrom
Deanna Smiley
Lois Graff

Title I
Deborah Collins - P

In-School Detention
Joshua Roberts

Extracurricular and Special Fee Assignment

<u>Name</u>	<u>Position</u>	<u>Yrs. Exp.</u>	<u>Start Date</u>	<u>Salary</u>
Roby Potts	Asst. Girls Basketball – 9 th	7+	10/22/07	\$3,648.60
John Crooks	Asst. Girls Basketball – 8 th	7+	10/22/07	\$3,648.60
Christina Fischer	co-NHS Advisor	n/a	9/11/07	\$380.07
Julie Smialowski	co-NHS Advisor	n/a	9/11/07	\$380.07
Beth Jeppesen	Science Club Advisor	n/a	9/13/07	<u>\$760.13</u>
TOTAL				\$8,817.47

Athletic Workers

Colton Hutton – Line Judge/Volleyball
David Incorvati – Line Judge/Volleyball

Operational Staff

Substitute Custodians

Vicki Lamb
Homer Young

All personnel appointments are contingent upon possessing or obtaining the appropriate certification/licensure, validation, and/or permit as required by law and Board policy, as well as satisfactory physical examination, criminal background check and/or current CPR training where applicable.

September 19, 2007

XI. Board's Report

A. Discussion

1. Community Meeting
2. Schedule a special meeting to review the feedback from the community meeting and review data from the Board Systems Check.
3. Retirement Dinner

B. Resolution

1. Adopt the resolution in support of the No Child Left Behind Improvements Act of 2007, H.R. 648, as sent to the board on September 7, 2007.

XII. Visitor Participation Relative to New Items

Please limit your comments to three minutes or less.

XIII. Board Evaluation of Meeting Processes

<p style="text-align: center;">+</p> <p>What did the board do this evening to add value to the meeting?</p>	<p style="text-align: center;">△</p> <p>What could the board do differently at the next meeting to make it more effective?</p>

XIV. Adjournment

BUCKEYE LOCAL BOARD OF EDUCATION

September 19, 2007

A RESOLUTION
AUTHORIZING APPROVAL OF APPROPRIATIONS DOCUMENT AND
SPENDING PLAN FOR THE 2007-08 SCHOOL YEAR

BE IT RESOLVED, by the Board of Education of the Buckeye Local School District, Ashtabula County, Ohio, that to provide for the current expenses and other expenditures of said Board of Education during the fiscal year ending June 30, 2008, the following sums be and the same are hereby set aside and appropriated for the several purposes for which expenditures are to be made for and during said fiscal year, as presented:

AND, BE IT FURTHER RESOLVED, that the 2007-08 spending plan be approved as presented.

BUCKEYE LOCAL BOARD OF EDUCATION

Mark Estock, President
Board of Education
Buckeye Local Schools

Sherry L. Hamilton
Treasurer
Buckeye Local Schools

Date of Adoption of Board Resolution

_____, 20____

LIBRARY AIDE

General Description of Essential Functions

1. The library aide shall assume the responsibility of overseeing the ~~elementary~~ school library, including providing library services **and skills** for students and staff; and
2. Create a neat, clean, and attractive atmosphere conducive to learning.

Specific Job Duties

The library aide shall perform the following duties:

1. Stimulate students to make effective use of the library and its resources and to develop good learning habits;
2. Assist the teacher in teaching the practical application of library science as prescribed within the curriculum;
3. Supply teachers and students with needed library materials;
4. ~~Understand and~~ **Supervise students using the library and** require students to follow rules applicable to each building;
5. Select books and needed library materials, ~~type~~ **complete purchase order** requisitions, and maintain a record of expenditures;
6. **Provide information on new materials, techniques, and outside resources to teachers and students;**
7. Evaluate, select and catalog new and old library materials, discarding those that are obsolete;
8. Prepare and file catalog and shelf list cards;
9. **Circulate and repair materials;**
10. ~~Tape schedule~~ and show VCR tapes as requested by teachers **and assist teachers in scheduling and carrying out lessons using the distance learning equipment;**
11. Keep circulation records of books and audio visual materials;
12. Issue overdue notices and collect monies for lost books;
13. ~~Supervise the volunteer personnel working in the library~~ **Train and supervise students and volunteers to do various jobs such as checking out materials, shelving books, preparing overdue notices and other general duties;**
14. Prepare a complete library inventory at the end of each school year; and
15. Perform all other duties as assigned by the building principal.

Physical Effort & Stress

	High	Med.	Low	None
Lifting	_____	<u> X </u>	_____	_____
Walking	_____	<u> X </u>	_____	_____
Standing	_____	<u> X </u>	_____	_____
Climbing	_____	<u> X </u>	_____	_____
Visual	<u> X </u>	_____	_____	_____
Limited movement or change of position	_____	<u> X </u>	_____	_____

Qualifications

The library aide shall possess the following qualifications:

1. Appropriate attire, well groomed, good personal hygiene;
2. Be of high moral character and pleasing personality with the ability to work cooperatively with staff and students;
3. Physical characteristics, health and initiative to perform the required work, including successful completion of a board required physical examination by a board designated physician at board cost, if so required;
4. **Pass a pre-employment drug test for controlled substances and remain free of any alcohol or nonprescribed controlled substance abuse in the workplace throughout his/her employment in the district;**
5. Have a genuine interest in books and libraries;
6. ~~Orderliness in work habits~~ **Demonstrate the ability to organize multiple tasks and resources;**
7. **Demonstrate** typing, ~~and~~ computer **and Internet** skills adequate to handle library tasks with emphasis on accuracy;
8. **Show** initiative and punctuality in completing work assignments; and
9. Secure an ~~appropriate permit from the State~~ **Educational Aide permit from the Ohio** Department of Education, ~~Division of Teacher Certification by meeting the requirements of application form.~~

Salary

Refer to the operational salary schedule in the current UAW Agreement.

Evaluation

Conducted annually by the building principal.

Adopted: 5/14/86
Revised: 10/20/93
Revised:

SPECIAL UPDATE REPLACEMENT POLICY 9-07

PUBLIC RECORDS

The Board of Education recognizes its responsibility to maintain the public records of this District and to make such records available to residents of Ohio for inspection and reproduction.

The Board will utilize the following procedures regarding the availability of public records. "Public records" are defined as any document, device, or item, regardless of physical form or characteristic, including an electronic record as defined in statute as having been created, generated, sent, communicated, received, or stored by electronic means, created or received by or coming under the jurisdiction of the Board or its employees, which serves to document the organization, functions, policies, decisions, procedures, operations, or other activities of the District. "Public records" do not include medical records, trial preparation records, confidential law enforcement investigatory records, records the release of which is prohibited by State or Federal law, and any other exceptions set forth in R.C. 149.43. Confidential law enforcement investigatory records, medical records, and trial preparation records are as defined in R.C.149.43.

The public records of this District shall be available during regular business hours, with the exception of published holidays. Upon request, a person may receive copies of public records, at cost, within a reasonable period of time. The District's public records shall be promptly prepared and made available for inspection. A reasonable period of time may be necessary due to the volume of records requested, the proximity of the location where the records are stored, and/or for the District to review and redact non-public/confidential information contained in the record.

Each request for public records shall be evaluated for a response at the time of the public records request. Although no specific language is required to make a request, the requester must minimally identify the record(s) requested with sufficient clarity to allow the District to identify, retrieve, and review the record(s). The request for records need not be in writing. The requestor shall not be required to provide his/her identity or the intended use of the requested public record(s).

At the time of the request, the records custodian shall inform the person making the request of the estimated length of time required to gather the records. All requests for public records shall be satisfied or acknowledged by the District promptly following the receipt of the request. If the request for records was in writing, the acknowledgement by the District shall also be in writing.

Any request deemed significantly beyond routine, such as seeking a voluminous number of copies and/or records, or requiring extensive research, the acknowledgement shall include the following:

- A. an estimated number of business days necessary to satisfy the request
- B. an estimated cost if copies are requested
- C. any items within the request that may be exempt from disclosure

[Note: Contained in Ohio Attorney General Model Policy.]

The Superintendent is authorized to grant or refuse access to the records of this District in accordance with the law. Any denial, in whole or in part, of a public records request must include an explanation, including legal authority. If portions of a record are public and portions are exempt, the exempt portions are to be redacted and the rest released. If there are redactions, each redaction must be accompanied by a supporting explanation, including legal authority. If the request for records was in writing, the explanation shall also be in writing.

A person may purchase copies of the District's public records upon payment of a fee. A person who chooses to purchase a copy of a public record may request to have said record duplicated on paper, on the same medium on which the District keeps the record, or on any other medium in which the custodian of records determines that said record reasonably can be duplicated as an integral part of normal operations. A person who chooses to purchase a copy of a public record may also choose to have that record sent to him/her by United States mail or by other means of delivery or transmission provided the person making the request pays in advance for said record as well as costs for postage and supplies used in the mailing.

The number of records requested by a person that the District will transmit by U.S. mail shall be limited to ten (10) per month, unless the person certifies, in writing to the District, that the person does not intend to use or forward the requested records, or the information contained in them, for commercial purposes. "Commercial" shall be narrowly defined and does not include reporting or gathering news, reporting gathering information to assist citizen oversight or understanding of the operation or activities of the District, or nonprofit educational research. (R.C. 149.43(B)(7))

Those seeking public records will be charged only the actual cost of making copies.

Documents in electronic mail format are records as defined by the Ohio Revised Code when their content relates to the business of the District. E-mail shall be treated in the same fashion as records in other formats and shall follow the same retention schedule.

Records in private e-mail accounts used to conduct public business are subject to disclosure, and all employees or representatives of the District shall retain e-mails that relate to public business and shall copy them to their business e-mail account(s) or to the records custodian.

The records custodian shall treat e-mail from private accounts that are used to conduct public business, thus subject to disclosure, as records of the District. These records shall be filed appropriately, retained in accordance with the established schedules, and made available for inspection and copying in accordance with the Public Records Act.

No public record may be removed from the office in which it is maintained except by a Board officer or employee in the course of the performance of his/her duties.

Nothing in this policy shall be construed as preventing a Board member, in the performance of his/her official duties, from inspecting any record of this District, except student records and certain portions of personnel records.

A School District Records Commission shall be established consisting of the Board President, Treasurer, and Superintendent of Schools in accordance with law to judge the advisability of destroying District records. Record retention schedules shall be updated regularly and posted prominently. The Commission shall meet at least once every twelve (12) months.

The Superintendent shall provide for the inspection, reproduction, and release of public records in accordance with this policy and with the Public Records Law. Administrative guidelines shall be developed to provide guidance to District employees in responding to public records requests. The Superintendent shall require the posting and distribution of this policy in accordance with statute.

R.C. 9.01, 102.03(B), 149.011, 149.41, 149.43, 1306.01, 1347 et seq., 3313.26,
R.C. 3319.32, 3319.321
20 U.S.C. 1232g